



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Center for School & Student Academic Support
Office of School and Community Nutrition

2010 Pre-Order Survey Slide Show Tutorial

Welcome to the 2010 Pre-Order Survey, slide show tutorial. This slide show was developed to demonstrate the commodity pre-ordering procedures you will be asked to complete in January 2009. We hope this tool will help alleviate any concerns or anxiety you may have about the Survey system and how it works. You are encouraged to view this tutorial as many times as you need in order to become familiar with the Survey and feel comfortable when completing your Survey requests. For those LEAs who completed the Survey last year, many of the procedures you will see are the same.

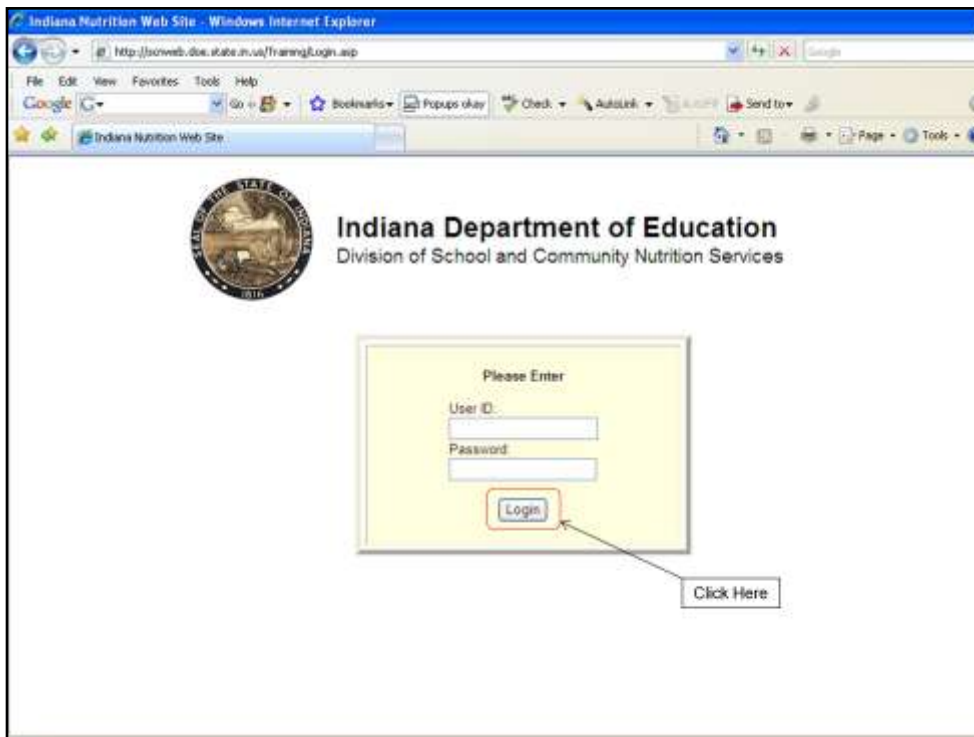
Pre-Order Survey Overview

The Survey Will:

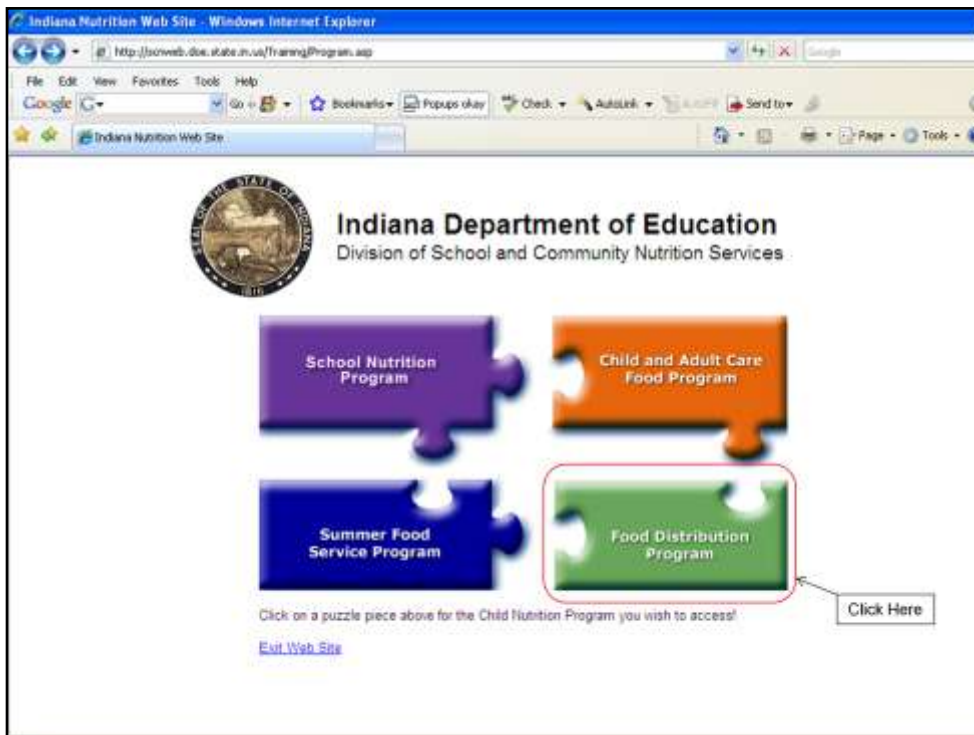
- be open for 30 days from January 15th, 2009 through February 15th, 2009 which will allow you a month to complete the Survey.
- provide you a better opportunity to spend 100% of your Entitlement and subsequently reduce your food expenses by 18%.
- allow you to request the amounts of raw pounds of commodities you want diverted to a processor and select the specific processor.
- offer you a wider selection of different types and amounts of boxed commodities.
- allow you to select specific months that you want boxed commodities placed into your inventory.

We will always try to honor your Survey requests, however the U.S.D.A. has the final decision regarding the purchase and shipping of commodities.

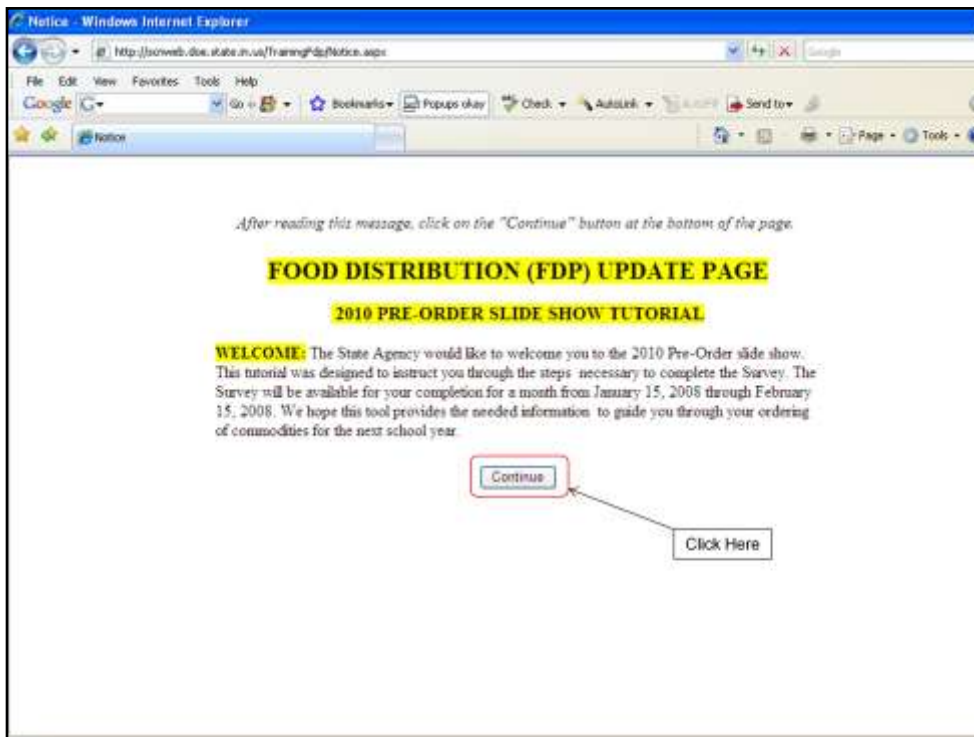
Before you proceed through this slide show tutorial, please take a few moments to review some of the highlights of the Pre-Order Survey system. Using a Pre-Order Survey system to request your commodities will provide you more flexibility to spend your Entitlement on a wider variety of products. Please note, if you do not complete the Pre-Order Survey within the month timeframe, you will not be able to receive commodities for the 2009-2010 school year and would have to rely on Bonus and Surplus commodities if and when they became available.



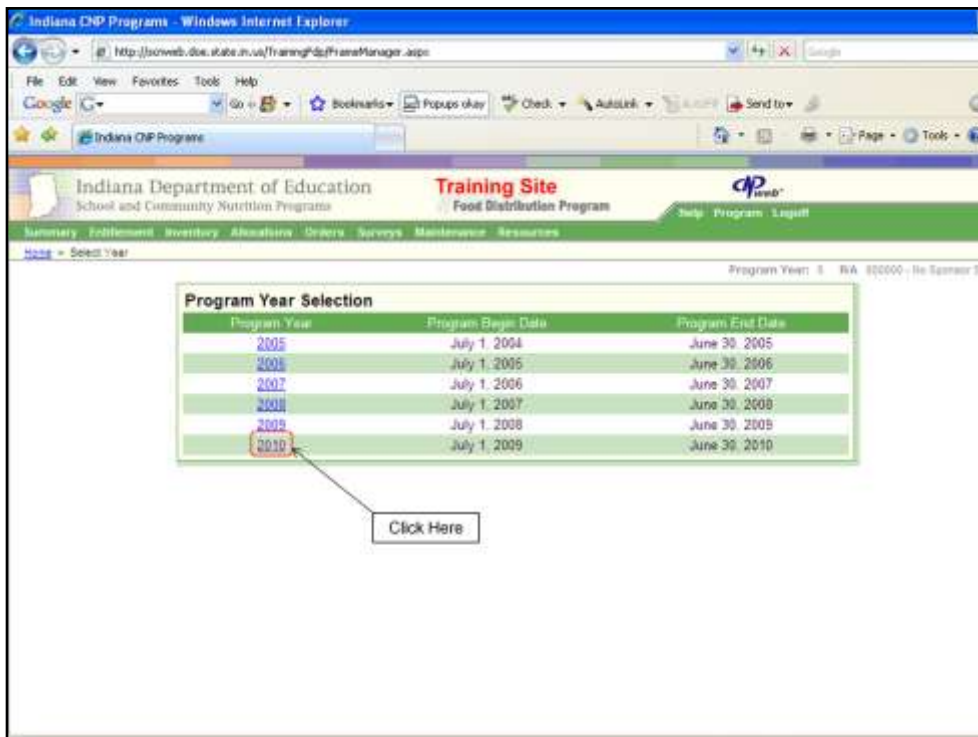
In January, when you are asked to complete your Pre-Order Survey, you will need to go to the following address <http://scnweb.doe.in.gov/Login.asp>, where you will enter your same master login User ID and Password you use to complete all of your Food Distribution activities.



Once you have logged in, you will arrive at this page where you will need to click on the Food Distribution Program Green Puzzle piece to continue.



Whenever you log into the FDP Green Puzzle piece, you will come to the Update Page. Always take a few moments to read what is posted. The Update Page is where you can find important commodity information posted throughout the year. When finished, you will need to click the Continue Button at the bottom of the page.



When completing your Pre-Order Survey, you will be entering your commodity requests for the 2009-2010 school year. For this reason, you will need to choose the 2010 Program Year link to complete your Pre-Order Survey.

Indiana CFP Program - Windows Internet Explorer

http://scrweb.doc.state.in.us/training/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Help Program Logout

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Summary Entry RIA Summary

Program Year: 2010 RIA 5265 - Alexandria Community School Co

Bottom of Form

Recipient Agency Summary Alexandria Community School Corp (5265)

Applications Entitlement Surveys Allocations Inventory Orders Inspecting

Recipient Agency Information Sheets

Number	Name	Revision	Status	Approval Date	Action
5265	Alexandria Community School Corp	0	Uncertified		View Edit

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
5069	Alexandria-Monroe Elementary School	0	Approved	10/23/2008	View Resave
5041	Alexandria-Monroe High School	0	Approved	10/23/2008	View Resave
5065	Alexandria-Monroe Intermediate School	0	Approved	10/23/2008	View Resave
4997	Cunningham Elementary School	0	Approved	10/23/2008	View Resave

Processor Contracts [Click here to add a new processor contract](#)

Name	Status	Status Date	Comments	Action
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Top of Form

Now you will see your Recipient Agency Summary Page. You will want to take note of the section labeled “Tabs”. Tabs are used to move from one part of the program to another. When completing your Pre-Order Survey, you will only need to use the tabs labeled “Entitlement” and “Surveys”. Additionally, do not be concerned your Summary Page is in an “Uncertified” status. Recertification of your information for SY2010 will take place in August 2009.

Indiana CFP Program - Windows Internet Explorer

http://srvweb1.doc.state.in.us/TrainingSite/ProgramManager.aspx

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Indiana CFP Program

Indiana Department of Education Training Site

School and Community Nutrition Programs Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Summary Inventory RIA Summary

Program Year: 2010 RIA: 5265 - Alexandria Community School Corp

Bottom of Form

Recipient Agency Summary Alexandria Community School Corp (5265)

Applications Entitlement Surveys Allocations Inventory Orders Inspecting

Recipient Agency Information Sheets

Number	Name	Revision	Status	Approval Date	Action
5265	Alexandria Community School Corp	0	Uncertified		View Edit

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Number	Name	Revision	Status	Approval Date	Action
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5041	Alexandria-Monroe High School	0	Approved	10/23/2008	View Resave
5065	Alexandria-Monroe Intermediate School	0	Approved	10/23/2008	View Resave
4997	Cunningham Elementary School	0	Approved	10/23/2008	View Resave

Processor Contracts

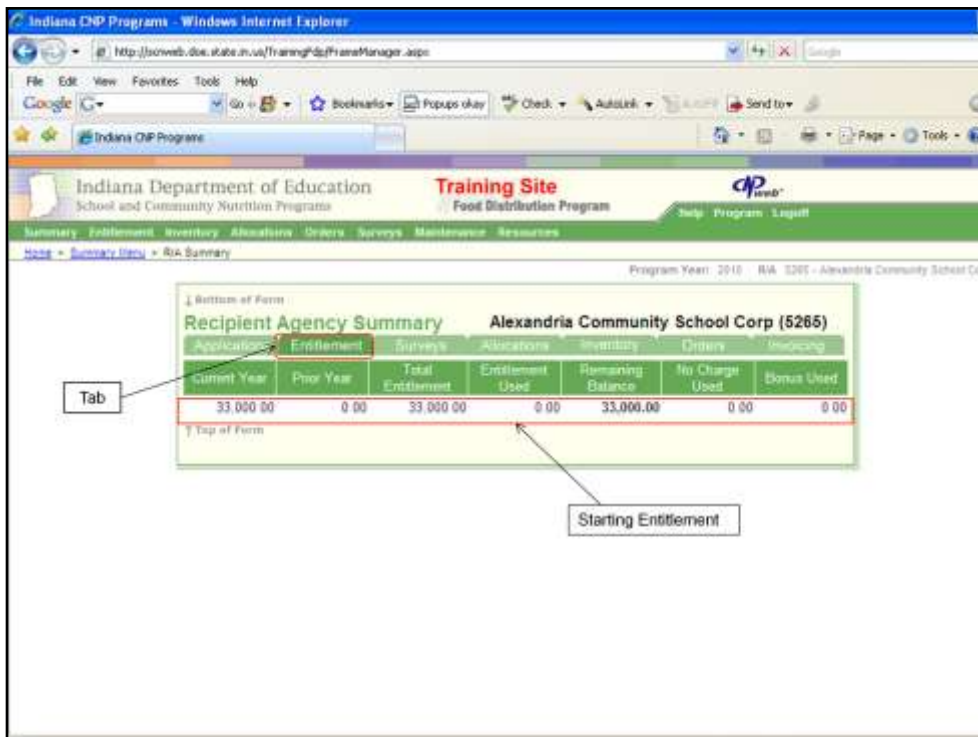
[Click here](#) to add a new processor contract

Name	Status	Status Date	Comments	Action
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Top of Form

Click Here

Next, you will want to select the Entitlement tab to review your balance.



By selecting the Entitlement tab you will see the starting Entitlement balance you will be spending when completing your Pre-Order Survey. For you, this Entitlement balance represents a fiscal asset that you will be managing through the Survey. This balance is your fair share of Indiana's overall yearly allotment from the Federal government. To the Federal government it represents real dollars the USDA will spend on your behalf to procure your commodities for the next school year.

When making your commodity selections, you will be spending your allotted Entitlement at a per pound price for Raw products and a per case price for the End or the "boxed" commodities. If possible, you will want to spend 100% of your Entitlement Balance.

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Indiana OHP Program

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School and Community Nutrition Programs Food Distribution Program

Summary Enrollment Inventory Allocations Orders Surveys Maintenance Resources

Home Summary Inventory RIA Summary

Program Year: 2010 RIA 5265 - Alexandria Community School Corp

Bottom of Form

Recipient Agency Summary Alexandria Community School Corp (5265)

Applications **Enrollment** Surveys Allocations Inventory Orders Inspecting

Recipient Agency Information Sheets

Number	Name	Revision	Status	Approval Date	Action
5265	Alexandria Community School Corp	0	Uncertified		View Edit

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
5069	Alexandria-Monroe Elementary School	0	Approved	10/23/2008	View Resave
5041	Alexandria-Monroe High School	0	Approved	10/23/2008	View Resave
5065	Alexandria-Monroe Intermediate School	0	Approved	10/23/2008	View Resave
4997	Cunningham Elementary School	0	Approved	10/23/2008	View Resave

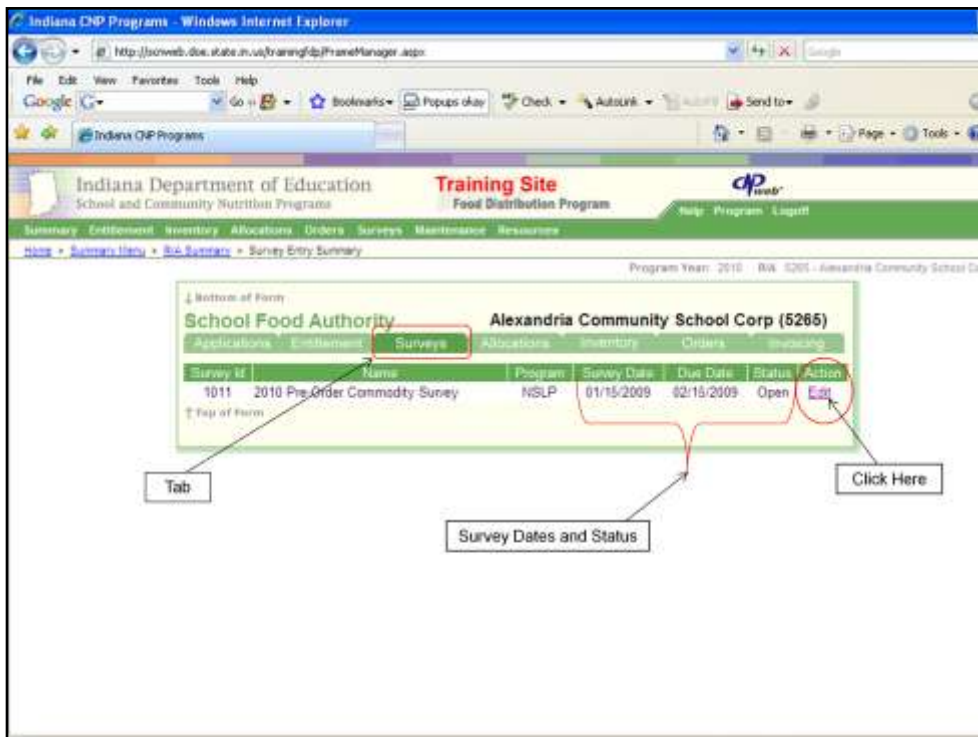
Processor Contracts [Click here](#) to add a new processor contract

Name	Status	Status Date	Comments	Action
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Top of Form

Click Here

To access your Pre-Order Survey, you will want to select the Surveys tab.



When you select the Surveys tab, you will see a 2010 Pre-Order Survey has been posted. Please take note of the Survey's starting date of January 15th and the closing date of February 15th. The Survey will stay an "Open" status for a month to provide you ample time to make your commodity requests and finalize your choices. Please note, if you do not complete the Pre-Order Survey within the month timeframe, you will not be able to receive commodities for the 2009-2010 school year and would have to rely on Bonus and Surplus commodities if and when they became available. To start filling out your Survey, you will want to select the "Edit" link in the Action column on the right.

Indiana CDP Program - Windows Internet Explorer

http://scrweb.doe.state.in.us/training/FrameManager.aspx

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Indiana CDP Programs

Indiana Department of Education Training Site
School and Community Nutrition Programs Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys History Bid Summary Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland
Contact Phone: (317) 232-0850
Contact Email: jmorelan@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$0.00
Entitlement Available: \$33,000.00

Track Entitlement

Raw & End Product Choices

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$0.00
End Products Raw Products	Cheese	20.00%	\$7,590.00	\$0.00
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$0.00
Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products	Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$0.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$0.00
Totals:				\$0.00

Submit Cancel

Now you will see the Pre-Order Survey. Please take a moment to review this page thoroughly. On the left you will see End Product and Raw Product links. You will select these links when choosing either Raw or End “boxed” commodities. To the right you will see the Product Categories, their associated Percentage Caps and Entitlement values. Please note the beef, cheese, chicken and turkey product categories carry a spending limit or cap. You may spend up to 75% of your total Entitlement balance in these four categories; however the system will not allow you to spend more than the set percentage cap in a specific category. As you work through the Survey and spend your Entitlement balance, your specific spending can be seen in the far right “Entitlement” column. Your Total Entitlement, both available and spent, can be tracked in the upper right side of the page.

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http://scrweb.doe.state.in.us/training/cfp/FrameManager.aspx

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Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys History Bid Summary Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland Total Entitlement: \$33,000.00
 Contact Phone: (317) 232-0850 Entitlement Spent: \$0.00
 Contact Email: jmorelan@doe.in.gov Entitlement Available: \$33,000.00
 Survey Close: 2/15/2009

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$0.00
End Products Raw Products	Cheese	23.00%	\$7,590.00	\$0.00
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$0.00
Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products	Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$0.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$0.00
Totals:				\$0.00

Submit Cancel

Raw & End Product Choices

To get started, you need to decide whether or not you will be diverting raw products to a processor. It is important to note that you are **not** required to divert pounds of raw commodities to a processor. Diverting raw commodities to a processor requires the Local Education Agency (LEA) to follow certain prescribed procurement procedures and enter into a binding agreement with a specific processor. If by the time you are asked to complete the Pre-Order Survey you have **not** been in contact with a specific processor regarding procurement and the amount of raw pounds you want to be diverted, you should **not** select a Raw Product link. If you are **not** prepared to request a diversion of raw commodities, you should **only** select the End Product links to request cases of “boxed” commodities.

Indiana CDP Program - Windows Internet Explorer

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School and Community Nutrition Programs Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys Entry Raw Products Survey Entry End Products

Program Year: 2010 Bk: 5205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland Total Entitlement: \$33,000.00
 Contact Phone: (317) 232-0850 Entitlement Spent: \$0.00
 Contact Email: jmoreland@doe.in.gov Entitlement Available: \$33,000.00
 Survey Close: 2/15/2009

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$0.00
End Products Raw Products	Cheese	20.00%	\$7,590.00	\$0.00
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$0.00
Raw Products Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products	Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$0.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$0.00
Totals:				\$0.00

Submit Cancel

Click Link for Pounds of Raw Products

If you have followed the prescribed procurement procedures regarding the diversion of raw commodities to a processor and are ready to make your survey requests, you will want to select the Raw Product link that corresponds with appropriate Product Category you want. However, if you are **not** prepared to request a diversion of raw commodities or you never intended to, skip ahead to page 26 where the discussion of End or “boxed” commodities starts.

For example, if you are prepared to request a diversion of raw beef to a processor, you will want to select the Raw Product link for beef. Remember, you have the option of starting with your End “boxed” Product requests first and then return to complete your Raw Product requests.

Indiana FDP Program - Windows Internet Explorer

http://srvweb1.doc.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
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Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Menu > FDP Systems > Survey Entry Summary

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry

Alexandria Community School Corp (5265)

Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

State Contact: John Moreland
Contact Phone: (317) 232-8850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$0.00
Entitlement Available: \$33,000.00

Select A Raw Product

	Code	Raw Product for Processing	Unit	Unit Value	Total Units	Entitlement
Select	A594	Beef, Coarse Grind	Pounds	\$1.38	0	\$0.00
Raw Products Total:						\$0.00

Click Link

< Prev Page

Raw Product and Per Pound Entitlement Cost

When you select a Raw Product link you will see the specific type of raw commodity and the per pound Entitlement value. Depending on the Product Category, there may be different types of beef, cheese, chicken, etc. available to choose for processing. You must know the type of raw product you want diverted prior to making your selection. When you are ready to proceed, you will want to click the “Select” link on the left.

Indiana FDP Program - Windows Internet Explorer

http://srvweb.doc.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys Entry Raw Products

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education
Entitlement Survey Entry Raw Products
Alexandria Community School Corp (5265)
Survey Name: 2010 Pre-Order Commodity Survey

Product Category: Beef Current Entitlement: \$33,000.00
Product Category Cap: \$6,000.00 Requested On This Survey: \$0.00
Product Category Cap Pct: 20.00 % Balance After This Survey: \$33,000.00
Product: Beef, Coarse Grind Unit: Pounds

Processor Name	Pounds
J.T.M. Provisions Company Inc.	0
Pierre Foods Inc.	0

Calc Submit Cancel

Choose the Specific Processor

Enter Specific Number of Pounds

You will now be ready to choose the processor where you want the raw commodities diverted. At times, the number of processors to where a specific raw commodity can be diverted may vary depending on how many processors are qualified to process that specific USDA commodity.

Once you have chosen a processor, you will want to fill in the corresponding box on the right with the specific number of raw pounds of commodities you want diverted. If you diverted pounds of raw commodities to a processor in the previous year, you must first make sure you will not have any excess raw commodities in your inventory still at the processor at the end of the year school year. If you predict you will have excess raw commodities at the end of the year, you will want to make sure to take those extra pounds into account when figuring the amount of pounds you will need to enter on the Survey. **Do Not** over order or the excess pounds may be subject to removal from your inventory.

Indiana FDP Program - Windows Internet Explorer

http://scrweb1.doc.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Entry > Add Systems > System Entry Summary > Survey Entry Raw Products

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education
Entitlement Survey Entry Raw Products
Alexandria Community School Corp (5265)
Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

Product Category:	Beef	Current Entitlement:	\$33,000.00
Product Category Cap:	\$6,000.00	Requested On This Survey:	\$0.00
Product Category Cap Pct:	20.00 %	Balance After This Survey:	\$33,000.00
Product:	Beef, Coarse Grind	Unit:	Pounds

Processor Name	Pounds
J.T.M. Provisions Company Inc.	2000
Pleasant Foods Inc.	0

Processor Selected

Pound Amounts Entered

Calc Submit Cancel

Click Here to Submit Request

Here you can see a selection of a processor has been made and the number of raw pounds has been entered. If you do not need to make another processor selection, you will be ready to select the Submit button at the bottom of the page to confirm your request. You may use the "Calc" button to calculate your Entitlement balance; otherwise it will be adjusted automatically when you submit your request.

Indiana FDP Program - Windows Internet Explorer

http://scrweb1.doc.state.in.us/training/fdp/FrameManager.aspx

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Indiana FDP Programs

Indiana Department of Education Training Site
School and Community Nutrition Programs Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys History Bid Systems Survey Entry Summary

Program Year: 2010 BA 5205 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry

Alexandria Community School Corp (5265) Program Year: 2010

Survey Name: 2010 Pre-Order Commodity Survey Program Name: NSLP

State Contact: John Moreland
Contact Phone: (317) 232-0850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$2,760.00
Entitlement Available: \$30,240.00

Click to Continue Editing the Same Raw Product

Select A Raw Product

	Code	Raw Product for Processing	Unit	Unit Value	Total Units	Entitlement
Select	A594	Beef, Coarse Grind	Pounds	\$1.38	2000	\$2,760.00
Raw Products Total:						2,760.00

Entitlement Reduced

< Prev Page

Click Here to Continue Making Commodity Requests

Here you can see the raw product request was accepted and the associated Entitlement reduced accordingly. At this time you have the option to change your request by clicking the select link on the left and editing your choices. However, if you are confident in this raw product diversion request and no other editing is needed, you will want to select the "Prev Page" button at the bottom of the page to continue filling out your Survey requests.

Indiana CFP Program - Windows Internet Explorer

http://schoolsweb.doe.state.in.us/training/cfp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > Surveys > Raw Products > Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland Total Entitlement: \$33,000.00
 Contact Phone: (317) 232-0850 Entitlement Spent: \$2,760.00
 Contact Email: jmoreland@doe.in.gov Entitlement Available: \$30,240.00
 Survey Close: 2/15/2009

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$2,760.00
End Products Raw Products	Cheese	23.00%	\$7,590.00	\$0.00
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$0.00
End Products Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products Raw Products	Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$0.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$0.00
Totals:				\$2,760.00

Submit Cancel

Every time you submit a request for your Raw Products, you will be taken back to this page that shows you a running tally of your overall Entitlement Spent, the amount of Entitlement spent per product category, and your available Entitlement left to spend. You now have the option to continue making Raw product diversion requests or start selecting End “boxed” Product requests. In this example, the decision was made to continue making Raw Product diversion requests. The Raw Product link for Cheese was selected.

Indiana FDP Program - Windows Internet Explorer

http://srvweb1.doc.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Menu > FDP System > Survey Entry Summary

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry

Alexandria Community School Corp (5265)

Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

State Contact: John Moreland
Contact Phone: (317) 232-8850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$2,760.00
Entitlement Available: \$30,240.00

Select A Raw Product

Code	Raw Product for Processing	Unit	Unit Value	Total Units	Entitlement
Select	16077 Mozzarella Unkneaded	Pounds	\$1.03	0	\$0.00
Raw Products Total:					\$0.00

Click Link

< Prev Page

Raw Product and Per Pound Entitlement Cost

Again, this page shows the type of cheese to be diverted and the associated per pound Entitlement cost. You will want to click the “Select” link on the left to choose your processor and request the amount of pounds you want diverted.

Indiana FDP Program - Windows Internet Explorer

http://schools.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

Training Site
Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Entry > Raw Products > Survey Entry Raw Products

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education
Entitlement Survey Entry Raw Products
Alexandria Community School Corp (5265)
Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

Product Category:	Cheese	Current Entitlement:	\$33,000.00
Product Category Cap:	\$7,590.00	Requested On This Survey:	\$2,760.00
Product Category Cap Pct:	23.00 %	Balance After This Survey:	\$30,240.00
Product:	Mozzarella Unfrozen	Unit:	Pounds

Processor Name	Pounds
Bosco's Pizza Company	500
Schwan's Food Service Inc	1000

Calc Submit Cancel

Click Here to Submit Request

As before, this page shows the processor choices made for this specific product. Once you have chosen the processor, you will want to fill in the corresponding box on the right with the specific number of raw pounds of commodities you want diverted. You will notice that two processors were selected in this example.

Once you are confident in your choices, select the Submit button at the bottom of the page to confirm your request.

Indiana FDP Program - Windows Internet Explorer

http://scrweb.doc.state.in.us/training/fdp/FrameManager.aspx

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Training Site
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Help Program Logout

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Menu > FDP System > Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry

Alexandria Community School Corp (5265) Program Year: 2010

Survey Name: 2010 Pre-Order Commodity Survey Program Name: NSLP

State Contact: John Moreland Total Entitlement: \$33,000.00

Contact Phone: (317) 232-0850 Entitlement Spent: \$5,505.00

Contact Email: jmoreland@doe.in.gov Entitlement Available: \$27,495.00

Survey Close: 2/15/2009

Select A Raw Product

	Code	Raw Product for Processing	Unit	Unit Value	Total Units	Entitlement
Select	B077	Mozzarella Unshred	Pounds	\$1.83	1500	\$2,745.00
Raw Products Total:						2,745.00

Entitlement Reduced

< Prev Page

Once you have made your raw product request you will be taken back to this page where you can see the cheese request has been submitted and the associated Entitlement has been reduced accordingly. You have the option to change your request by clicking the select link on the left and editing your choices. However, if you are confident in this raw product diversion request and no other editing is needed, you will want to select the "Prev Page" button at the bottom of the page to continue filling out your Survey requests.

Indiana CFP Program - Windows Internet Explorer

http://scrweb.doe.state.in.us/training/cfp/FrameManager.aspx

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Indiana Department of Education Training Site
School and Community Nutrition Programs Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys History Bid Summary Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland
Contact Phone: (317) 232-0850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$17,530.00
Entitlement Available: \$15,470.00

Remaining Entitlement to Spend

Product Categories				
Product Category	Cap Percent	Cap Value	Entitlement	
End Product: Raw Products Beef	20.00%	\$6,600.00	\$2,760.00	
End Product: Raw Products Cheese	20.00%	\$7,590.00	\$2,745.00	
End Product: Raw Products Chicken	20.00%	\$6,600.00	\$5,525.00	
Raw Products Eggs	0.00%	\$0.00	\$0.00	
End Product: Raw Products Fruit	100.00%	\$33,000.00	\$0.00	
End Product: Raw Products Grain	100.00%	\$33,000.00	\$0.00	
End Product: Raw Products Pork	100.00%	\$33,000.00	\$0.00	
End Product: Raw Products Turkey	12.00%	\$3,960.00	\$2,100.00	
End Product: Raw Products Vegetables	100.00%	\$33,000.00	\$4,400.00	
Total			\$17,530.00	

Entitlement Spent on Raw Products

Total Entitlement Spent

Submit Cancel

You have seen two examples showing you how to select a Raw Product, the associated processor, and the amount of raw pounds of commodities you want diverted. If you have additional Raw Product diversion requests, you will want to proceed with the same process.

For example, this page shows how the LEA has continued to make all of their commodity requests for Raw Product diversions from multiple categories of beef, cheese, chicken, turkey & vegetables. Please note the overall amount of Entitlement that has been spent, the specific amounts spent per product category and the available Entitlement balance left to spend. You can see for these categories the spending caps have not yet been met; however if you do spend more than a cap allows, you will receive an error message.

Indiana CDP Programs - Windows Internet Explorer

http://cdpweb.doe.state.in.us/training/cdp/ProgramManager.aspx

Indiana CDP Programs

Indiana Department of Education
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Food Distribution Program

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Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Survey Entry Raw Products

Program Year: 2010 RA: 5265 - Alexandria Community School Corp.

FDP Indiana Department of Education

Entitlement Survey Entry Raw Products

Alexandria Community School Corp (5265) Program Year: 2010

Survey Name: 2010 Test Program Name: NSLP

Product Category: Beef Current Entitlement \$10,003.26

Product Category Cap: \$8,600.00 Requested On This Survey: \$0.00

Product Category Cap Pct: 20.00 % Balance After This Survey: \$10,003.26

Product: Beef, Coarse Grind Unit: Pounds

Input Errors

Warning: Errors were detected during the entry of this form. These errors must be corrected and the form re-submitted for the information to be saved to the database. Scroll down the form to see where the errors occurred.

Input Errors - Section 1

Field No.	Severity	Description
1	1	You have spent \$11,869.38 on this category. Your cap is \$8,600.00.
2	1	\$11,869.38 Exceeds The Remaining Entitlement

Processor Name: J.T.M. Provisions Company Inc. Pounds: 8601

Signing #/units: 101

Error Message

You will receive an error message like this alerting you that you have exceeded your spending caps for that specific Product Category. If you do spend more than a cap allows, you will need to make a downward adjustment to your pound or case amounts you requested.

Indiana CDP Program - Windows Internet Explorer

http://scrweb.sde.state.in.us/training/FrameManager.aspx

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Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > Surveys > Bids > Survey Entry Summary

Program Year: 2010 BIA: 5205 - Alexandria Community School Co

Alexandria Community School Corp (\$265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland Total Entitlement: \$33,000.00
 Contact Phone: (317) 232-0850 Entitlement Spent: \$17,530.00
 Contact Email: jmorelan@sde.in.gov Entitlement Available: \$15,470.00
 Survey Close: 2/15/2009

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$2,760.00
End Products Raw Products	Cheese	23.00%	\$7,590.00	\$2,745.00
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$5,525.00
Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products	Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$2,100.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$4,400.00
Totals:				\$17,530.00

Click Link for Boxed End Products

Submit Cancel

Once you have finished making all of your requests for the raw pounds of commodities you want diverted to a processor, you will now want to start making your requests for the number of cases of boxed commodities you want placed into your warehouse inventory in a given month. To do so, you will want to select the End Product link for the Product Category you want. Be sure to keep a close watch on the amount of Entitlement you are spending in a given Product Category not to exceed your spending cap. Remember, you are **not** required to divert raw commodities to a processor and may decide to receive only cases of commodities instead.

Indiana FDP Program - Windows Internet Explorer

http://srvweb.doc.state.in.us/training/fdp/FrameManager.aspx

Indiana Department of Education
School and Community Nutrition Programs

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Food Distribution Program

Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home > System Entry > End Products > Survey Entry End Products

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry End Products

Alexandria Community School Corp (5265) Program Year: 2010

Survey Name: 2010 Pre-Order Commodity Survey Program Name: NSLP

Product Category: Beef Entitlement Available: \$15,470.00

Product Category Cap: \$6,600.00 Requested On This Survey: \$17,530.00

Product Category Cap Pct: 20.00 %

Per Case Entitlement Cost

Code	Description	Pack Size	Product Type	USDA Value
A608	Beef, Fine Ground	Cases	Entitlement	\$55.12

Monthly Selection Boxes

Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	0	0	0	0	0	0	0	0	0	0	0	0

Calc Submit Cancel

Once you have selected an End Product link, you will see a page that shows the types of cased commodities available. In this example it is Beef. Also listed is the pack size and the per case Entitlement cost. In the monthly selection boxes, you will need to enter the number of cases of boxed commodities you want placed into your warehouse inventory for a specific month. The State Agency will e-mail worksheets that will help you calculate the amount of cases you would need in a month and subsequently for the school year.

Indiana CFP Program - Windows Internet Explorer

http://scrweb.doc.state.in.us/training/fdp/FrameManager.aspx

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Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

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Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry End Products

Alexandria Community School Corp (5265)

Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

Product Category: Beef Entitlement Available: \$15,470.00
Product Category Cap: \$6,600.00 Requested On This Survey: \$17,530.00
Product Category Cap Pct: 20.00 %

Code	Description	Pack Size	Product Type	USDA Value
A603	Beef, Fine Grind	Cases	Entitlement	\$55.15

Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0			5	0	0	0	0	0	0	0	0		

Enter the Number of Cases Requested for Each Highlighted Month You Choose.

Calc Submit Cancel

You will only be able to request case amounts of commodities for the highlighted months. Some commodities are not available from the USDA every month. You may see some commodities available every month, every other month or perhaps only twice a year. Whether or not a specific commodity will be available in a given month depends greatly on the level of interest in that product statewide and the flexibility the USDA has to purchase them.

Indiana FDP Program - Windows Internet Explorer

http://scrweb.doc.state.in.us/training/fdp/FrameManager.aspx

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Summary Entitlement Inventory Allocations Orders Surveys Maintenance Resources

Home Surveys Entry Bid Surveys Surveys Entry Summary Survey Entry End Products

Program Year: 2010 BIA: 5265 - Alexandria Community School Co

FDP Indiana Department of Education

Entitlement Survey Entry End Products

Alexandria Community School Corp (5265)

Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

Product Category: Beef Entitlement Available: \$15,470.00
Product Category Cap: \$6,600.00 Requested On This Survey: \$17,530.00
Product Category Cap Pct: 20.00 %

Code	Description	Pack Size	Product Type	USDA Value
A605	Beef, Fine Grind	Cases	Entitlement	\$55.15

Qty	Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0			5	5	5	5	5	5	5	5	5		

Calc Submit Cancel

Requests of Monthly Case Amounts Completed

Click Here to Submit Request

In this example, the LEA decided that there was a need for five cases of beef each month and made the request by placing the number “5” in each of the monthly boxes that were available. You are not required to select each available box, but need only fill out the ones that fit your commodity needs. Once you have made your decisions, you will want to select the “Submit” button at the bottom of the page to finalize your requests.

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http://srvweb1.doc.state.in.us/training/FrameManager.aspx

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Summary Entitlement Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary

Program Year: 2010 RIA: 5205 - Alexandria Community School Co

Entitlement Survey Entry
Alexandria Community School Corp (5265)
Survey Name: 2010 Pre-Order Commodity Survey

Program Year: 2010
Program Name: NSLP

State Contact: John Moreland
Contact Phone: (317) 232-0850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$20,054.50
Entitlement Available: \$12,945.50

Product Categories

Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products Beef	20.00%	\$6,600.00	\$5,284.50
End Products Raw Products Cheese	23.00%	\$7,590.00	\$2,745.00
End Products Raw Products Chicken	20.00%	\$6,600.00	\$5,525.00
Raw Products Eggs	0.00%	\$0.00	\$0.00
End Products Fruit	100.00%	\$33,000.00	\$0.00
End Products Raw Products Grain	100.00%	\$33,000.00	\$0.00
End Products Raw Products Pork	100.00%	\$33,000.00	\$0.00
End Products Raw Products Turkey	12.00%	\$3,960.00	\$2,100.00
End Products Raw Products Vegetables	100.00%	\$33,000.00	\$4,400.00
Totals			\$20,054.50

Click to Select New End Product

New Entitlement Adjustment

As with your Raw Product requests, every time you submit a monthly request for your End “boxed” Products, you will be taken back to this page that shows you a running tally of your overall Entitlement Spent, the amount of Entitlement spent per product category, and your available Entitlement left to spend. You may now continue making End product requests. In this example, the decision was made to continue making End Product case requests. Notice how the End Product link for Cheese was selected next.

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http://scrweb.doc.state.in.us/training/FrameManager.asp

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Summary Entitlement Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary Survey Entry End Products

Program Year: 2010 BIA 3205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

Product Category: Cheese Entitlement Available: \$12,945.50
Product Category Cap: \$7,590.00 Requested On This Survey: \$20,054.50
Product Category Cap Pct: 23.00 %

Code	Description	Pack Size	Product Type	USDA Value
B027	Cheddar, Red Fat Shred Y	Cases	Entitlement	\$61.63
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
0	0 0 0 0 0 0 0 0 0 0 0 0			
B037	Mozzarella Lmps Shredded	Cases	Entitlement	\$59.10
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
0	0 0 0 0 0 0 0 0 0 0 0 0			
B119	Cheese Am Blend Sic	Cases	Entitlement	\$52.89
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
0	0 0 0 0 0 0 0 0 0 0 0 0			

Calc Submit Cancel

New Monthly Selection Boxes

In this example, when the Cheese Product Category was selected, you can see there are three types of boxed cheeses from which to choose. Under certain End product categories you will see multiple product choices. You will want to decide which of the products you want in accordance with your commodity needs and then fill in the number of cases you want in a given month.

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Summary Enrollment Inventory Allocations Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary Survey Entry End Products

Program Year: 2010 BIA: 3205 - Alexandria Community School Co

Alexandria Community School Corp (5265) Program Name: NSLP
Survey Name: 2010 Pre-Order Commodity Survey

Product Category: Cheese Entitlement Available: \$10,629.61
Product Category Cap: \$7,590.00 Requested On This Survey: \$22,970.39
Product Category Cap Pct: 23.00 %

Code	Description	Pack Size	Product Type	USDA Value
B027	Cheddar, Red Fat Shred Y	Cases	Entitlement	\$61.63
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
25	10 0 10 0 10 0 10 0 10 0			
B037	Mozzarella Lmpo Shredded	Cases	Entitlement	\$59.10
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
0	0 0 0 0 0 0 0 0 0 0			
B119	Cheese Am Blend Slic	Cases	Entitlement	\$52.89
Qty Total	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun			
26	0 10 0 10 0 10 0 10 0 0			

Click Here to Submit Request

Calc Submit Cancel

Monthly Case Amount Selected

Monthly Case Amount Selected

In this example, the LEA decided to request boxed Shredded Cheddar Cheese and Sliced American Blend Cheese. They chose not to select the Shredded Mozzarella. Additionally, they decided to request 10 cases of each type of cheese in alternating months. Once you have made your choices, you will want to select the Submit button at the bottom of the page.

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Summary Enrollment Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary Survey Entry End Products

Program Year: 2010 RIA 3205 - Alexandria Community School Co

Input Errors

Warning: Errors were detected during the entry of this form. These errors must be corrected and the form re-submitted for the information to be saved to the database. Scroll down the form to see where the errors occurred.

Input Errors - Section 1

Field No.	Quantity	Description
Total	1	You have spent \$7,942.10 on this category. Your cap is \$7,590.00

Code **Description** **Pack Size** **Product Type** **USDA Value**

B027	Cheddar, Redd Fat Shred Y	Cases	Entitlement	\$61.63								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
25	10	0	10	0	10	0	10	0	10	0	10	0
B037	Mozzarella Lmps Shredded	Cases	Entitlement	\$59.10								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	0	0	0	0	0	0	0	0	0	0	0	0
B119	Cheese Am Blend Sic	Cases	Entitlement	\$52.89								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
26	0	10	0	10	0	10	0	10	0	10	0	0

Error Message

Exceeded Category Spending Cap

Monthly Amounts Need Downward Adjustments

The ordering of 90 cases of assorted cheese products for the year triggered an error message alerting the LEA that they have exceeded their spending cap for Cheese products. Remember that the LEA previously requested Raw Cheese to be diverted to a processor. The combination of the Raw and End Product requests contributed to the overspending. If you do spend more than a spending cap allows, you will receive an message indicating that you have over spent and you will need to make a downward adjustment to your pound or case amounts for that product category.

Indiana CFP Program - Windows Internet Explorer

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Summary Enrollment Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary

Program Year: 2010 RIA 3205 - Alexandria Community School Co

errors occurred

Input Errors - Section 1

Field No.	Severity	Description
Total	1	You have spent \$7,633.95 on this category. Your cap is \$7,590.00.

Code	Description	Pack Size	Product Type	USDA Value								
B027	Cheddar, Red Fat Shred Y	Cases	Entitlement	\$61.63								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
46		10	0	10	0	10	0	10	0	5		
B037	Mozzarella Lrms Shredded	Cases	Entitlement	\$59.10								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0		0	0	0	0	0	0	0	0	0		
B119	Cheese Am Blend Slic	Cases	Entitlement	\$52.89								
Qty Total	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
30		0	10	0	10	0	10	0	5	0		

Click Here to Resubmit Your Request

Case Submit Cancel

Monthly Amounts Have Been Adjusted

In this example, you can see the LEA made a downward adjustment from the previous 10 case request of Cheddar Cheese in April to 5 cases. The same 5 case downward adjustment was made for the American Sliced Cheese in March. Once you have made your downward adjustments to come into compliance with the Spending Cap, you will want to select the Submit button at the bottom of the page to resubmit and finalize your requests. Remember you have the option to reduce the number of Raw Pounds for diversion instead of your case amounts.

Indiana CFP Program - Windows Internet Explorer

http://scrweb.doe.state.in.us/training/FrameManager.aspx

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Summary Entitlement Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary

Program Year: 2010 RIA: 3205 - Alexandria Community School Co

Alexandria Community School Corp (\$265) Program Name: NSLP

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland
Contact Phone: (317) 232-0050
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$24,679.00
Entitlement Available: \$8,321.00

Product Categories

Product Category	Cap Percent	Cap Value	Entitlement
Beef	20.00%	\$6,600.00	\$5,284.50
Cheese	20.00%	\$7,590.00	\$7,369.50
Chicken	20.00%	\$6,600.00	\$5,525.00
Eggs	0.00%	\$0.00	\$0.00
Fruit	100.00%	\$33,000.00	\$0.00
Grain	100.00%	\$33,000.00	\$0.00
Pork	100.00%	\$33,000.00	\$0.00
Turkey	12.00%	\$3,960.00	\$2,100.00
Vegetables	100.00%	\$33,000.00	\$4,400.00
Total:			\$24,679.00

Submit Cancel

You have seen two examples showing you how to select a End Product, the available months and the amount of cases of commodities you want placed into your warehouse inventory throughout the school year. If you have additional End Product requests, you will want to proceed with the same process.

As before, every time you submit a monthly request for your End “boxed” Products, you will be taken back to this page that shows you a running tally of your overall Entitlement Spent, the amount of Entitlement spent per product category, and your available Entitlement left to spend. You now have the option to continue making End product requests.

Indiana CFP Program - Windows Internet Explorer

http://wwwweb.doe.state.in.us/TrainingSite/ProgramManager.aspx

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School and Community Nutrition Programs

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Summary Entitlement Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Entry Bio Summary Survey Entry Summary

Program Year: 2010 RIA 3205 - Alexandria Community School Co

Survey Name: 2010 Pre-Order Commodity Survey

State Contact: John Moreland
Contact Phone: (317) 232-0850
Contact Email: jmoreland@doe.in.gov
Survey Close: 2/15/2009

Total Entitlement: \$33,000.00
Entitlement Spent: \$32,996.74
Entitlement Available: \$3.26

Product Categories				
	Product Category	Cap Percent	Cap Value	Entitlement
End Products Raw Products	Beef	20.00%	\$6,600.00	\$5,284.50
End Products Raw Products	Cheese	23.00%	\$7,590.00	\$7,369.50
End Products Raw Products	Chicken	20.00%	\$6,600.00	\$6,784.16
End Products Raw Products	Eggs	0.00%	\$0.00	\$0.00
End Products Raw Products	Fruit	100.00%	\$33,000.00	\$1,799.75
End Products Raw Products	Grain	100.00%	\$33,000.00	\$1,141.48
End Products Raw Products	Pork	100.00%	\$33,000.00	\$680.00
End Products Raw Products	Turkey	12.00%	\$3,960.00	\$3,180.00
End Products Raw Products	Vegetables	100.00%	\$33,000.00	\$7,757.35
				\$32,996.74

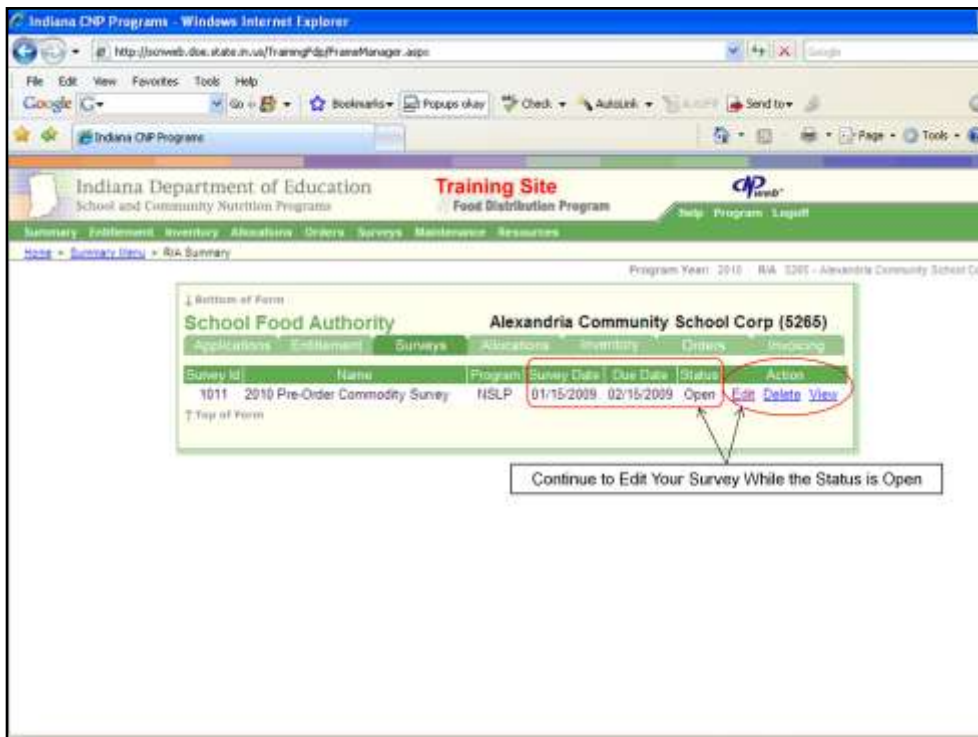
Continue to Make Changes to Your Raw or End Products

OR Click Here to Submit Your Survey Requests

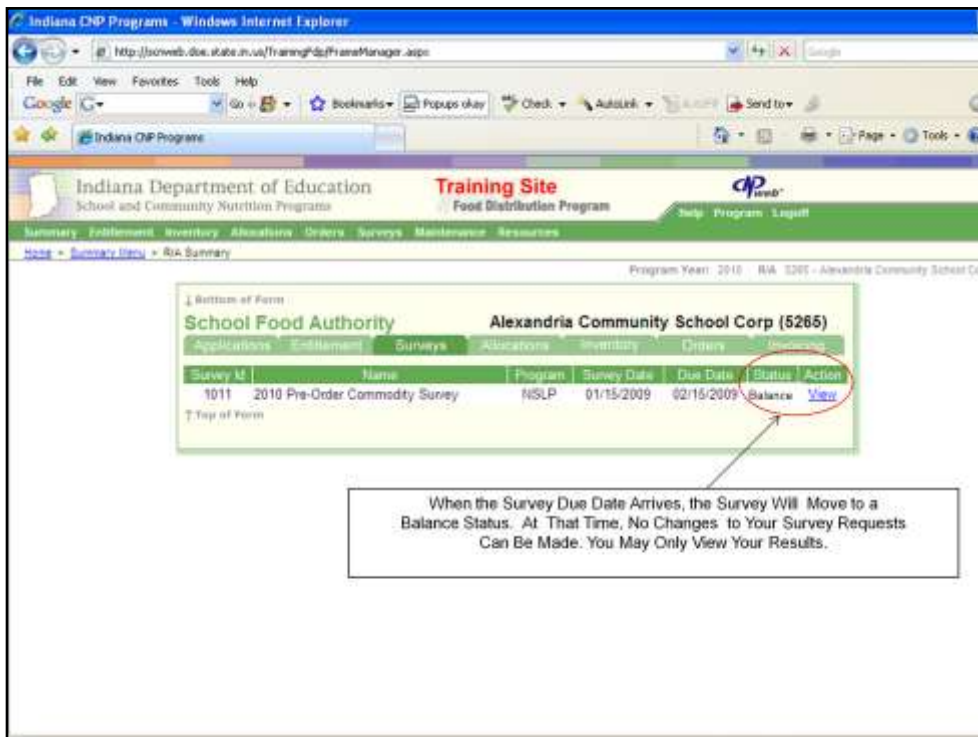
Submit Cancel

Results of Spent Entitlement

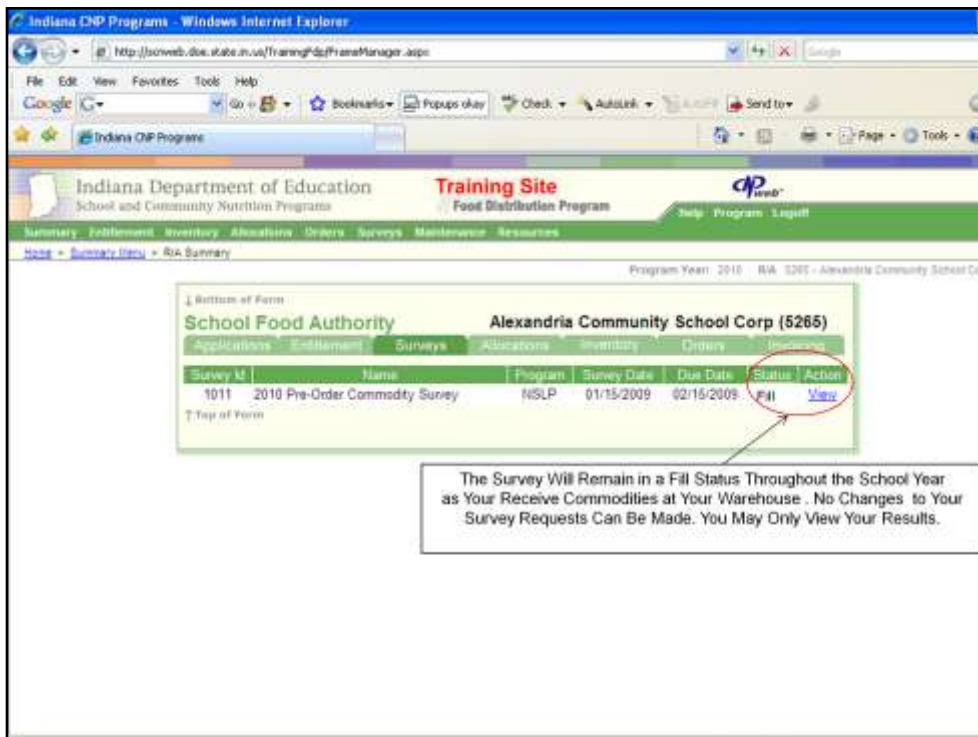
This example shows the final results of all Raw and End Product requests made for the entire Survey. Please note that 99.9% of the overall Entitlement was spent. When filling out your Survey requests, should plan on spending as close to 100% of your Entitlement as possible. When you arrive at this final stage, you will still have the option to continue editing and refining your End or Raw product requests. If you are ready to submit your entire Survey, you will need to click the "Submit" button at the bottom of the page to finalize your requests.



Remember, as long as the Pre-Order Survey is in an “Open” status, you have the option of exiting your Survey and returning to the 2010 Program Year link to edit your Survey requests at any time. You may exit your Pre-Order Survey throughout the process and return to work on it when it fits your time schedule. You can access the Survey 24 hours a day wherever you have internet capabilities. You may find that you need the 30 day time frame to confirm with your kitchen staff the number of cases of commodities you may need or finalize amounts of pounds of raw products you want to divert to a processor.



Eventually the Survey Due Date will arrive at the end of the day on February 15, 2009, and your part of the Survey will be completed. The Survey will then move to a "Balance" status. At that time, the State Agency will analyze the Statewide results and throughout March and April will balance the requests from the Survey into truckloads of Raw and Boxed commodities. The USDA prefers the States to request commodity purchases by the truckload. Typically a full truckload of raw commodities ranges from 36,000-42,000 pounds and a full truckload of boxed commodities will contain approximately 900 to 1000 cases. During the Balancing process, if the results indicate that there is not enough interest of at least one full truckload Statewide to warrant requesting a commodity purchase, we will not do so. Additionally, the State Agency may make a downward adjustment in the amount of pounds or cases needed to round down to the nearest full truckload. If any of your requests are adjusted, the associated Entitlement value will be returned to your balance.



Once the Balancing process is completed, the Pre-Order Survey will move to a “Fill” status by August 2009. The Survey will stay in the “Fill” Status throughout the school year. As cases of commodities you requested on the Survey arrive at your State contracted warehouse and are placed into your inventory, you will be able to track your commodities throughout the year, by selecting the “View” link in the Action column on the right.

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Summary Enrollment Inventory Allocation Orders Surveys Maintenance Resources

Home Summary Menu Site Summary Survey Results

Program Year: 2010 RIA 5265 - Alexandria Community School Co

Alexandria Community School Corp (5265) Survey Name: 2010 Pre-Order Commodity Survey Month: All

Program: NSLP Survey Start Date: 1/15/2009 Survey End Date: 2/15/2009 Status: Close DoD: \$0.00 DoD Adj: \$0.00

Product Code	Product Desc	Est Value	Processing Fee	Total Requested	Adj	Fil	Bal
Category: Beef							
A684	Beef Blk Coarse	\$2,760.00	\$0.00	2,000 (lbs)	2,000	0	2,000
A680	Beef 40	\$2,524.50	\$0.00	45	45	0	45
Category: Cheese							
B027	Ched Rd Ft Shd Y 6/5	\$2,773.35	\$0.00	45	45	0	45
B077	Mozzarella Unfz	\$2,745.00	\$0.00	1,500 (lbs)	1,500	0	1,500
B119	Cheese Blend Sic	\$1,851.15	\$0.00	35	35	0	35
Category: Chicken							
A522	Chix Chl Lg	\$5,525.00	\$0.00	8,500 (lbs)	8,500	0	8,500
A553	Chix Fajita	\$259.16	\$0.00	4	4	0	4
Category: Fruit							
A345	Apple Slices	\$141.68	\$0.00	7	7	0	7
A346	Apple Slices Frc	\$178.22	\$0.00	14	14	0	14

Link to View Raw Product

Commodity Selections

Pull Down Menu Box for Year and Monthly Reviews

Pound and Case Amounts

When you select the “View” link in the Action Column to track your cases of commodities, you will see this page which is an overall summary of your commodity choices for your End and Raw products. Note the blue links on the left side in the Product Code column. These are the Raw Products you selected to be diverted to a processor. By clicking on these blue links you can see the Processor you chose for diversion. If you do not see these blue links, it means you chose not to have raw products diverted.

In the upper right corner, you will see a pull down menu box. By selecting the blue arrow in the box, you can select a specific month so you can review your commodity requests for that month. These reviews will provide you with an accurate idea of what “boxed” commodities you expect to receive in a given month. Remember, when the Survey goes through the balancing process, your commodity amounts may be adjusted. As the year progresses, you can return to this page to see how your inventory of boxed commodities is being filled per your Survey requests.

Indiana CFP Program - Windows Internet Explorer

http://scrweb.doc.state.in.us/TrainingSite/TransManager.aspx

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Indiana CFP Program

Indiana Department of Education Training Site

School and Community Nutrition Programs Food Distribution Program

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Summary Enrollment Inventory Allocation Orders Surveys Maintenance Resources

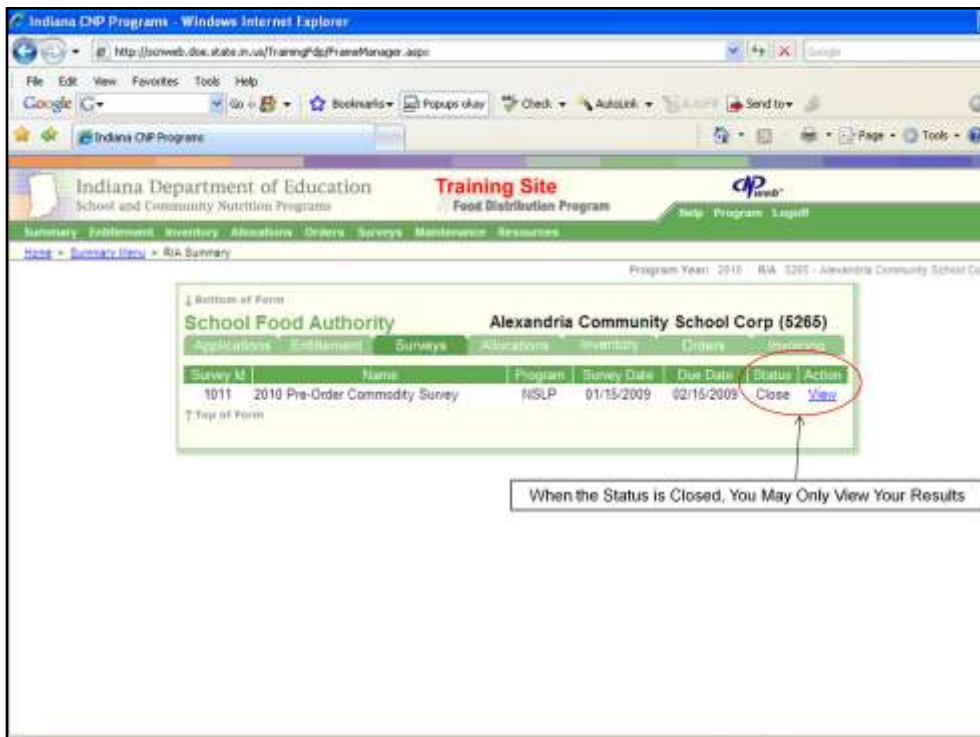
Home Summary Inventory Allocation Surveys Results

Program Year: 2010 RIA: 3205 - Alexandria Community School Co

Commodity Selections	Item	Unit	Price	Amount	Case	Case	Case	Case	Pound and Case Amounts
B473	Pb Smith 5		\$1,051.20	\$0.00	45	45	0	45	
B840	Spaghetti 20		\$55.28	\$0.00	8	8	0	8	
Category: Pork									
A672P	Pork Roast		\$0.00	\$0.00	0 (lbs)	0	0	0	
A726	Ham Fz Slc		\$600.00	\$0.00	8	8	0	8	
Category: Turkey									
A534	Turkey Bulk		\$2,100.00	\$0.00	2,500 (lbs)	2,500	0	2,500	
A537	Turkey Roasts		\$1,080.00	\$0.00	15	15	0	15	
Category: Vegetables									
A051	Beans Green 10		\$1,225.80	\$0.00	90	90	0	90	
A099	Carrots 30		\$231.20	\$0.00	20	20	0	20	
A130	Corn Fz		\$810.90	\$0.00	45	45	0	45	
A174	Potatoes Wedges		\$341.75	\$0.00	25	25	0	25	
A210	Potatoes Oven		\$295.80	\$0.00	20	20	0	20	
A237	Salsa		\$230.10	\$0.00	15	15	0	15	
A239	Tomato Sauce 10		\$221.80	\$0.00	20	20	0	20	
A245	PASTE TOTES		\$4,400.00	\$0.00	10,000 (lbs)	10,000	0	10,000	
Totals									
			\$32,596.74	\$0.00	cs - 547	cs - 547	cs - 0	cs - 547	
					pnd - 24,500	pnd - 24,500	pnd - 0	pnd - 24,500	

Click to Exit Cancel Total Pounds and Cases

This example is the bottom half of the previous page. Here you will be able to see the total number of Raw pounds you requested for diversion as well as the number of overall cases of commodities you requested. At times, all of your requests may not be filled in accordance with your Survey selections. Be careful creating menus too far into the future based upon your Survey requests. You should not menu your commodities until you see them in your inventory. Please remember that the State Agency will always try to honor your requests; however the USDA has the final decision regarding the purchase and shipment of commodities.



At the end of the school year, once all the commodities for that year have been distributed, the Survey will move to a “Closed” status. You will still be able to view the final results to serve as a reference when completing future Surveys.



Center for School & Student Academic Support
Office of School and Community Nutrition

IMPORTANT WEB ADDRESSES

- Office of School and Community Nutrition (S & C N)

<http://www.doe.state.in.us/food>

- S & C N web Login

<http://scnweb.doe.in.gov/Login.asp>

- USDA Commodity Food Network

<http://www.commodityfoods.usda.gov/>

IMPORTANT CONTACTS

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Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Center for School & Student Academic Support
Office of School and Community Nutrition

2010 Pre-Order Survey Slide Show Tutorial

Thank you for taking the time to view this slide show tutorial. We hope it provided you with the information you will need to successfully complete your Pre-Order Survey this January. Please view it as many times as you may need.